

City of Chattanooga, TN
Personnel Class Specification
CLASS CODE 1209

FLSA: Non-Exempt

CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide administrative and clerical assistance to the department manager and to the department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Schedules meetings, appointments, and interviews; prepares, maintains and updates schedules and calendars; notifies personnel of schedules; attends required meetings including staff meeting; makes travel arrangements; keeps office personnel informed of current schedules and appointments.

Answers phones; screens phone calls and visitors.

Makes contacts and phone calls for Mayor and Chief; coordinates or processes administrative activities of assigned programs or functions; duties include serving as liaison to the general public in explaining department operations and providing general assistance, handling routine department functions or problems, referring complex or difficult issues.

Coordinates with other department or government agencies in department functions.

Performs payroll clerk duties for the Office of Mayor; calculates, prepares, reviews, adjusts, and processes payroll, payroll reports, and related items; prints time sheets; maintains vacation and leave records for Office of Mayor and department managers; processes and maintains employee data and records; assists employees with personnel issues.

Assists personnel in preparing expense reports; reviews and processes expense reports; processes leave requests and maintains leave calendar.

Provides general information to public; responds to general inquiries and resolves or routes them to the appropriate area; provides specific information regarding department.

Assists in composing, preparing, typing, and processing correspondence and related documentation; maintains and updates related files.

Maintains official records used in City services and operations.

Maintains office supplies; reviews, processes, and pays bill and invoices; prepares purchase orders, vouchers, and check requisitions; maintains accounting records.

Monitors and reconciles ledgers and accounts.

Refers to City ordinances, policies and procedures, local and state laws, regulations, maps, technical manuals, code books, administrative records, and other materials in performing assigned job duties.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in secretarial or clerical skills; supplemented by three (3) to five (5) years previous experience and/or training that includes computer experience, and secretarial/clerical and administrative work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.